



HOMETOWN holidays

Green Festival

Saturday, May 29 and Sunday, May 30

1 – 8 p.m.

Rockville Town Center

2010 Vendor Application

Please print or type all information clearly.

Vendor _____ Contact Name _____

Address _____ City _____ State _____ ZIP _____

Phone _____ Fax _____ Web Site _____

Email _____ Tax ID _____

Products(s)/Service Description _____

QUANTITY	ITEM	COST
_____	10' x 10' tented space including 1 table and 2 chairs	\$100
_____	Electricity (limited availability) Describe _____	\$25
TOTAL		_____

SUBMIT TO CITY OF ROCKVILLE BY APRIL 16, 2010

- ☐ Completed and signed Vendor Application
- ☐ Email detailed Product/Service description of business to [jbettts@rockvillemd.gov](mailto:jbetts@rockvillemd.gov) (if it does not fit on application)
- ☐ Check made payable to **City of Rockville**

CITY CONTACT

City of Rockville
Hometown Holidays Green Festival
111 Maryland Ave.
Rockville, MD 20850

Jen Betts
jbettts@rockvillemd.gov
P 240-314-8604
F 240-314-8659
www.rockvillemd.gov/events

I hereby apply to participate as a special event vendor in the City of Rockville. I agree to hold harmless the City of Rockville for any injury to myself or my employees or damage to my property including theft, or any property of my agents or employees. I further agree that I am responsible for all damages to persons or property that may result from my

fault of negligence or the fault or negligence of my agents or employees, and further agree to indemnify and hold harmless the City of Rockville from any loss, damage, or claim incurred by the City by reason of my fault or negligence or fault of my agents or employees. I agree to adhere to all the rules and regulations listed in the Conditions of the Show and Policies/Eligibility. I further agree to any regulations or requirements that have been or may be imposed by the City of Rockville.

Signed and Accepted _____ Date _____



CONDITIONS OF THE EVENT

Deadline

All application materials must be postmarked by April 16, 2010. Although this festival is an invitation based show, the City reserves the right to accept or reject an application. Notification of acceptance or non-acceptance to the festival will be mailed by April 26, 2010. If the City chooses not to accept your application, your application fee will be returned. (No notification by telephone will be given prior to written notification.)

Selling Products

The City of Rockville must approve of all products to be sold at vendor booths. Please be sure to describe all products for sale in the description of products/services on the application.

Booth Space

Booth space and locations are assigned based on availability and discretion of Festival supervisors. The use of the locations is restricted to the applicant of whom it is assigned. Each space is a 10' x 10' tented space. One space is allotted per applicant unless otherwise requested and paid for by the applicant.

All exhibitors are responsible for keeping their area clean during event hours, including clean up at the end of the event. All displays should be neat and clean throughout the event.

Equipment/Supplies

Each applicant is responsible for set-up and arrangement of own space. City will provide the tent, 1 table, 2 chairs, and back walls on tent. Vendors are expected to provide booth signage, literature about business, staff as well as any other additional equipment/supplies. All displays must be easily removable. Please do NOT use tape to hang signage.

Load-in

Vehicles will not be allowed on-site until the City supervisor gives the authorization. Vendor vehicles will be permitted on-site starting at 10 a.m. on Saturday, May 29. Vendor vehicles will also be permitted on-site starting at 10 a.m. on Sunday, May 30 to restock products.

Parking

All vehicles must be off-site by 12 noon in preparation for the start of the event at 1 p.m. Parking for vendors will be available two blocks from the event site.

Overnight Security

Overnight security is provided by the City of Rockville, however, anything left in booths overnight is at the vendors own risk. Sidewalls will be installed to secure booths starting at 8 p.m. on Saturday. It is suggested that you remain at your booth until the sidewalls have been installed.

Load-out

All vehicles will be permitted on-site for load-out on Sunday, May 30 at 8 p.m. Please be careful of pedestrians, as the concert portion of the event will continue through the evening.